

Vendor/Solicitation Process

Instructions for filling out the
Supplier's Application Registration forms

All three parts must be filled out:

**Part I, Supplier Application;
Part II, Affirmative Action; and
Part III, Procurement**

There are other instructions in red on each form. Please follow the written instructions for each section to correctly fill in the answer for each box and section.

If you have any questions in filling out the forms, please contact
Brian Hernandez, Supplier Relations coordinator,
Office phone (816) 513-1598 or cell phone (816) 335-5864

Send completed forms to the
Procurement Office
Via fax at (816) 513-1156

or save document and
e-mail to brian.hernandez@kcmo.org



Dear Sir or Madam:

Thank you for considering the City of Kansas City, Mo. as a buyer of your goods or services. We hope we will become long-lasting business partners.

If you desire to do business directly with the City (and do not want to be a subcontractor to another City supplier), you must be in compliance with all the provisions of the Affirmative Action Codes. Enclosed you will find a supplier application for the City and the necessary instructions for its completion. It is a form used by all City departments to develop the information needed to enter your company into the City wide automated supplier file. The Accounts Division of the Finance Department administers the file on behalf of all City departments.

The City:

- Will not process an incomplete or unsigned application
 - Has no obligation to return an incomplete application or notify you that your application was not processed
 - May use your application and any subsequent information requested to select suppliers who will receive bids and/or proposals.
1. If you have questions concerning **Part I, Supplier Application**, contact the Finance Department for assistance at (816) 513-1199.
 2. If you have questions concerning **Part II, Affirmative Action**, contact the Human Relations Division of the City Manager's Office for assistance at (816) 513-1836.
 3. If you have questions concerning **Part III, Procurement**, contact the Procurement Services Division for assistance at (816) 513-1598.

If you are a company located within the Kansas City, Mo., city limits or you want to do business within the city limits, you must be current in the payment of all City taxes and have all required licenses. Tax and license status will be checked, and delinquent or missing accounts may be grounds for rejecting applications.

If you need assistance with a Business License or Taxes, please call Finance Department, Revenue Division at (816) 513-1135.

All suppliers are required to comply with the City's Affirmative Action program. Suppliers can receive an Affirmative Action Code through the Human Relations Division. A supplier will not be eligible to receive a contract or purchase order from the City until an Affirmative Action Code is issued.

Please deliver the completed application package to:

Supplier Registration
Procurement Services Division
First floor, Room 102W, City Hall
414 E. 12th St.
Kansas City, MO 64106



SUPPLIER APPLICATION

City of Kansas City, Mo.

☐ For this box Left click mouse to check Box/ for this box start typing information

DO NOT WRITE IN THIS BLOCK (For City's use only) VENDOR NO:

PLEASE PRINT OR TYPE. SEE INFORMATION AND INSTRUCTIONS BEFORE COMPLETING FORM.

1. CORRESPONDENCE ADDRESS:

Company:

Address:

Attn:

Title:

City:

State:

Zip:

Web site:

Phone:

Fax:

1A. ACCOUNTS PAYABLE (Remit to) (if different from #1):

Company:

Address:

Attn:

Title:

City:

State:

Zip:

2. FEDERAL EIN, SSN & BUS LIC INFORMATION:

EIN:

SSN:

KCMO Business License #:

3. BUSINESS TELEPHONE, FAX, E-MAIL:

Phone:

800 #:

Fax:

E-mail:

4. TYPE OF ORGANIZATION (Check one then complete and attach IRS Form W-9; make sure the company name on the W-9 is the same as shown above).

☐ Sole Proprietor DBA

☐ Partnership

☐ Incorporated

☐ LLP

☐ Non-Profit Corp./Govt. Entity

☐ Foreign Corporation (outside United States --

☐ Complete and attach IRS Form W-8) LLC

State of incorporation

Are you registered with Missouri Secretary of State, if yes, please provide the registration #:

5. CLASS CODES: See attached list, Part HI, of NIGP Commodity/Service Class Codes. Place an X before each class of commodities or services your company would like to provide to the City and return with this application.

6. Please complete the Human Relations Division's requirements, Part II, and return with the application.

7. CERTIFICATION: I certify that information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible from bidding for furnishing materials, supplies or services to the City of Kansas City, Missouri. .

Name and title of person authorized to sign (type or print)

Signature:

Date: ☐



CLEARANCE REQUEST FORM

Please provide all information requested and mail, fax, or bring to:

City of Kansas City, Mo., Finance Department
Revenue Division, Business License Section
Second floor, City Hall
414 E. 12th St.
Kansas City, MO 64106
Phone (816) 513-1135
Fax (816) 513-1075

ID No. (FEIN/SSN) _____

Name (Legal Name and DBA) _____

Address (City, State and Zip) _____

Request submitted by	Print name)	Date	Phone number
----------------------	-------------	------	--------------

Signature _____

☐ Check this box if you wish to receive this letter by fax

Fax number: _____

This authorization shall be effective for a period of one (1) year and shall automatically continue year to year unless the Taxpayer sends written notice to the commissioner of revenue revoking this authorization.

This Form is Optional



City of Kansas City, Mo. Vendor ACH Application

Section A: Vendor Information

Description of Request: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Taxpayer ID Type: <input type="checkbox"/> FID/TIN <input type="checkbox"/> SSN	
Vendor Name:	Phone:	
Address:		
City:	State:	Zip Code:
Taxpayer ID Number:	City Vendor Number:	

Section B: Financial Institution Information

Financial Institution Name:	Phone:	
Address:		
City:	State:	Zip Code:
Depositor Routing Number:	Depositor Account Number:	
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		

Section C: Financial Institution Certification

I certify that the above depositor routing number and account number to be true and accurate for the vendor shown in Section A.

Printed Name and Title:

Signature: _____ Date: _____

Section D: Vendor Authorization

☒ Vendor hereby authorizes the City of Kansas City, Mo., to initiate credit entries to the financial institution and account named in Section B above, and to credit the same such account. Vendor acknowledges that the origination of ACH transactions to this account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until the City of Kansas City, Mo., has received written notification from Vendor of its termination in such time and in such manner as to afford the City of Kansas City, Mo., and the Financial Institution a reasonable opportunity to respond to such a request.

☐ Vendor hereby cancels this ACH authorization.

Printed Name and Title:

Signature: _____ Date: _____



**AUTHORIZATION TO RELEASE
A
REVENUE CLEARANCE LETTER**

**City of Kansas City, Mo.
Revenue Division
414 E. 12th Street
Second floor**

Kansas City, MO 64106 Phone: 816 513-115 Fax: 816 513-1077

☐ For this box Left click mouse to check Box/ for this box start typing information

I authorize the City of Kansas City, Mo., Finance Department, Revenue Division, to release a Revenue Clearance Letter for: Name of Taxpayer: _____ Tax I.D.# _____ (PRINT) Address: _____		
Check this box and complete this section to send the Clearance Letter to a contractor. <input type="checkbox"/> I authorize the City to provide a copy of the Taxpayer's Revenue Clearance Letter to the following:		
NAME (PRINT)	BUSINESS NAME	TITLE
ADDRESS	CITY, STATE and ZIP CODE	
PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
<input checked="" type="checkbox"/> I authorize the City to provide the Taxpayer's Revenue Clearance Letter to all City departments and to publish on the City's Internet/intranet Web site that the Taxpayer is in compliance with the tax ordinances administered by the commissioner of revenue. Please send my 1 st Revenue Clearance Letter to: <u>Finance /Accounts Payable (816) 513-1141</u> <i>Print name of City department/contact person/E-mail/fax nNumber</i>		
This authorization shall expire one (1) year from the date on the bottom of this form. The City, commissioner of revenue and the Revenue Division personnel (hereinafter "the City") are hereby held harmless from any and all liability relating to unauthorized disclosure of confidential tax information resulting from release of information under all applicable confidentiality laws including federal, state, or local including any damages sustained by wrongful transmission of confidential tax information to any other person. UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS AUTHORIZATION, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT AND COMPLETE.		
I hereby certify that I am the Taxpayer named herein or that i have the authority to execute this authorization on behalf of the Taxpayer and hold harmless agreement.		
NAME (PRINT)	TITLE (IF APPLICABLE)	
SIGNATURE	PHONE NUMBER	DATE

A FACSIMILE OF THIS DOCUMENT SHALL CONSTITUTE AN ORIGINAL

**Request for Taxpayer
Identification Number and Certification**

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (O=disregarded entity, C=corporation, P=partnership) <input type="checkbox"/> Other (see instructions) It-	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		

List account number(s) here (optional)

Part I---Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number

Part II---Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of
U.S. person 1110-

Date:

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
-

The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities),

Nonresident alien who becomes a resident alien. Generally, *only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income.* However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding. You will not be subject to backup withholding on payments you receive if you give the requester your *correct* TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see Special rules for partnerships on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided. For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for ...	THEN the payment is exempt for...
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker

Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ²	Generally, exempt payees 1 through 7

See Form 1099-INT/ISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *Now to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN

or EIN. However, the IRS prefers that you use your SSN.

if you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II-Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active **during 1983**. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered **inactive during 1983**. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSA ¹ of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor
4_ a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ¹
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ¹
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

on a joint account has an SSN, that person's number must be furnished. Circle the minor's name and furnish the minor's SSN.

³You must show your individual name and you may also enter your business or "OBA" name on the second name line. You may use either your SSN or SIN (if you have one), but the IRS encourages you to use your SSN.

⁴List first and circle the name of the trust, estate, or pension trust. {Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed,

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund. To reduce your risk:

- Protect your SSN,
 - Ensure your employer is protecting your SSN,
 - and o Be careful when choosing a tax preparer.
- Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059

Protect yourself from suspicious emails or phishing

schemes, Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts,

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-386-4484. You can forward suspicious emails to the Federal Trade Commission at: seam@uce.gov or contact them at www.consumergov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk

¹List first and circle the name of the person whose number you furnish. If only one person

the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other Income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this Information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

AFFIRMATIVE ACTION INSTRUCTIONS

Prior to entering into any contract with or receiving any franchise from the city, the person shall submit in writing to the city a certificate of compliance as defined in section 38-1 when requested by the city. In no event shall a contractor receive its first payment under a city contract prior to providing a certificate of compliance to the city.

All companies must fill out and submit all of the documents required for the appropriate category. Upon receipt of all required documents, a certificate of compliance will be issued that is valid for two (2) years. It is the responsibility of the company to confirm and renew this status at the end of each two (2) year period.

For companies with less than 25 employees: (Class 3E)

- Step 1: Fill out the Affirmative Action Questionnaire.
- Step 2: Hand deliver, mail or e-mail to the Human Relations Department.

For companies with 25 or more employees that are certified with another government entity: (Class 2D)

- Step 1: Fill out the Affirmative Action Questionnaire.
- Step 2: **Attach** a copy of the certificate.
- Step 3: Hand deliver, mail or e-mail to the Human Relations Department.

For companies with 25 or more employees that will not do over \$123,500* in business with the City during the fiscal year: (Class 3D).

***Note: Dollar amount is adjusted annually based on the CPI.**

- Step 1: Fill out the Affirmative Action Questionnaire.
- Step 2: Hand deliver, mail or e-mail to the Human Relations Department.

For companies with 25 or more employees that don't fall under the prior two categories: (Class 2C)

- Step 1: Fill out the Affirmative Action Questionnaire.
- Step 2: **Attach** Company's Affirmative Action Plan.
- Step 3: Fill out the Breakdown of Current Work Force Form.
- Step 4: Hand deliver, mail or e-mail to the Human Relations Department.

If you are completing a Supplier Application, you may submit these forms with the rest of the package as directed.

AFFIRMATIVE ACTION QUESTIONNAIRE

City of Kansas City, MO

Human Relations Division

414 E. 12th St., Fourth Floor, City Hall, Kansas City, MO 64106-2795

816-513-1836 or e-mail address--dmwbecompliance@kcmo.org

☐ For the box) Left click mouse to check Box

Starting typing information in box

DO NOT WRITE IN THIS BLOCK (For City's use

VENDOR NO:

Please complete this form and return with the application materials.

PLEASE PRINT OR TYPE:

COMPANY NAME

MAILING ADDRESS - CITY/STATE/ZIP CODE (HUMAN RESOURCES DEPARTMENT)

PLANT OR BUSINESS LOCATION (IF DIFFERENT FROM ABOVE)

CONTACT PERSON (HUMAN RESOURCES DEPARTMENT) TITLE

E-MAIL

PHONE NUMBER

FAX NUMBER

Indicate the number of employees (check one):

1 - 5 ☐ 25 - 30 ☐ 151 - 200 ☐
6 - 10 ☐ 31 - 40 ☐ 200+ ☐
11 - 15 ☐ 41 - 50 ☐
16 - 20 ☐ 51 - 100 ☐
21 - 24 ☐ 101 - 150 ☐

Does this company have an Affirmative Action certificate from another governmental agency?

If yes, attach certificate and list the government agency and contact phone number.

Does the company expect to exceed \$123,500 in payments from the City during either the current fiscal year or the following fiscal year?

*Note: Dollar amount is adjusted annually based on the CPI (Consumer Price Index.)

SIGNATURE:

TITLE:

DATE:

[illegible]

Procurement

Part III

(1 of 5)

☐ For the box) Left click mouse to check Box

(1 of 5)

DO NOT WRITE IN THIS BLOCK (For City's use only)	
VENDOR NO:	
PURCHASE ORDER ADDRESS	TYPE OF BUSINESS (Check an that apply):
COMPANY NAME:	<input type="checkbox"/> Dealer/Wholesaler
	<input type="checkbox"/> Mfg./Producer
ADDRESS:	<input type="checkbox"/> Service
CITY:	<input type="checkbox"/> Const. Contractor
STATE:	<input type="checkbox"/> Mfg. Rep.
ZIP:	<input type="checkbox"/> Prof. Services
PHONE:	<input type="checkbox"/> Other (specify)
FAX:	Is this company a 51% minority-owned business? Yes <input type="checkbox"/> No <input type="checkbox"/>
E-MAIL:	Is this company a 51% woman-owned business? Yes <input type="checkbox"/> No <input type="checkbox"/>
ATTN:	Are you certified with the City of Kansas City, MO., as D/M/WBE?
TITLE:	

NIGP COMMODITY/SERVICE CLASS CODE LIST

INSTRUCTIONS: Place an X before the class(es) of commodity and/or service that your company would like to provide to the City. Return these sheets with your BIDDER/VENDOR APPLICATION. ☐ For the box) Left click mouse to check Box

- | | |
|--|---|
| <input type="checkbox"/> 005 Abrasives | <input type="checkbox"/> 175 Chemical laboratory equipment and supplies |
| <input type="checkbox"/> 010 Acoustical tile, insulating materials, and supplies | <input type="checkbox"/> 180 Chemical raw materials (in large quantities—janitorial, laundry) |
| <input type="checkbox"/> 015 Addressing, copying, mimeograph, and spirit duplicating | <input type="checkbox"/> 190 Chemicals and solvents, commercial (in bulk) |
| <input type="checkbox"/> 019 Agricultural crops and grains including fruits, melons, nuts | <input type="checkbox"/> 192 Cleaning compositions, detergents, solvents, strippers (prepackaged) |
| <input type="checkbox"/> 020 Agricultural equipment, implements, and accessories | <input type="checkbox"/> 193 Clinical laboratory reagent's and tests (blood grouping, diagnostic) |
| <input type="checkbox"/> 022 Agricultural implement and accessory parts | <input type="checkbox"/> 195 Clocks, watches, timepieces, jewelry and precious stones |
| <input type="checkbox"/> 025 Air compressors <i>and</i> accessories | <input type="checkbox"/> 200 Clothing, athletic, casual, dress, uniform, weather-related, work |
| <input type="checkbox"/> 031 Air conditioning, heating, and ventilating: Equipment | <input type="checkbox"/> 201 Clothing accessories (See Class 800 for Shoes and Boots) |
| <input type="checkbox"/> 035 Aircraft and airport, equipment, parts, and supplies | <input type="checkbox"/> 204 Computer hardware and peripherals for microcomputers |
| <input type="checkbox"/> 037 Amusement, decorations, entertainment, toys, etcetera | <input type="checkbox"/> 206 Computer hardware and peripherals for mini and mainframe computers |
| <input type="checkbox"/> 040 Animals, birds, marine life, poultry, and accessory items (live) | <input type="checkbox"/> 207 Computer accessories and supplies |
| <input type="checkbox"/> 045 Appliances and equipment, household type | <input type="checkbox"/> 208 Computer software for microcomputers (preprogrammed) |
| <input type="checkbox"/> 050 Art equipment and supplies | <input type="checkbox"/> 209 Computer software for mini and mainframe computers (preprogrammed) |
| <input type="checkbox"/> 052 Art objects | <input type="checkbox"/> 210 Concrete and metal culverts, pilings, septic tanks, accessories and supplies |
| <input type="checkbox"/> 055 Automotive accessories for automobiles, buses, trucks, etcetera | <input type="checkbox"/> 220 Controlling, indicating, measuring, monitoring, recording instruments |
| <input type="checkbox"/> 060 Automotive and trailer maintenance items and repair/replacement parts | <input type="checkbox"/> 225 Coolers, drinking water (water fountains) |
| <input type="checkbox"/> 065 Automotive and trailer bodies, accessories and parts | <input type="checkbox"/> 232 Crafts, general |
| <input type="checkbox"/> 070 Automotive vehicles and related transportation equipment | <input type="checkbox"/> 233 Crafts, specialized |
| <input type="checkbox"/> 075 Automotive shop equipment and supplies | <input type="checkbox"/> 240 Cutlery, dishes, flatware, glassware, <i>trays</i> , utensils and supplies |
| <input type="checkbox"/> 080 Badges, emblems, name tags and plates, jewelry, etcetera | <input type="checkbox"/> 245 Dairy equipment and supplies |
| <input type="checkbox"/> 085 Bags, bagging, ties, and erosion control equipment | <input type="checkbox"/> 250 Data processing cards and paper |
| <input type="checkbox"/> 090 Bakery equipment, commercial | <input type="checkbox"/> 255 Decals and stamps |

PROCUREMENT

Part III

(2 of 5)

☐ For the box) Left click mouse to check Box

- | | |
|---|--|
| <input type="checkbox"/> 095 Barber and beauty shop equipment and supplies | <input type="checkbox"/> 257 Defense system equipment, weapons, and accessories |
| <input type="checkbox"/> 100 Barrels, drums, kegs, and containers | <input type="checkbox"/> 260 Dental equipment and supplies |
| <input type="checkbox"/> 105 Bearings (except wheel bearings and seals—See Class 060) | <input type="checkbox"/> 265 Draperies, curtains, and upholstery material (including automobile) |
| <input type="checkbox"/> 110 Belts and belting: Automotive and industrial | <input type="checkbox"/> 269 Drugs and pharmaceuticals |
| <input type="checkbox"/> 115 Biochemicals, research | <input type="checkbox"/> 271 Drugs, pharmaceuticals, and sets (for large-volume parenteral administration) |
| <input type="checkbox"/> 120 Boats, motors, and marine and wildlife supplies | <input type="checkbox"/> 279 Eighteenth (18th) century reproduction goods |
| <input type="checkbox"/> 125 Bookbinding supplies | <input type="checkbox"/> 280 Electrical cables and wires (not electronic) |
| <input type="checkbox"/> 135 Bricks and other clay products, refractory materials, stone products | <input type="checkbox"/> 285 Electrical equipment and supplies (except cable and wire) |
| <input type="checkbox"/> 140 Broom, brush, and mop manufacturing machinery and supplies | <input type="checkbox"/> 287 Electronic components (not for testing or analyzing — See Class 730) |
| <input type="checkbox"/> 145 Brushes (not otherwise classified) | <input type="checkbox"/> 290 Energy collecting equipment <i>and</i> accessories: Solar and wind |
| <input type="checkbox"/> 150 Builders' supplies | <input type="checkbox"/> 295 Elevators and escalators, building type |
| <input type="checkbox"/> 155 Buildings and structures: Fabricated and prefabricated, | <input type="checkbox"/> 305 Engineering equipment, surveying equipment, drawing instruments |
| <input type="checkbox"/> 160 Butcher shop and meat processing equipment | <input type="checkbox"/> 310 Envelopes, plain or printed |
| <input type="checkbox"/> 165 Cafeteria and kitchen equipment, commercial | <input type="checkbox"/> 315 Epoxy-based formulations for adhesives, coatings, related agents |
| <input type="checkbox"/> 318 Fare collection equipment and supplies | <input type="checkbox"/> 520 Leather and related equipment, products, accessories and supplies |
| <input type="checkbox"/> 320 Fastening, packaging, strapping, tying equipment and supplies | <input type="checkbox"/> 525 Library and archival equipment, <i>machines</i> , and supplies |
| <input type="checkbox"/> 325 Feed, bedding, vitamins, and supplements for animals | <input type="checkbox"/> 530 Luggage, brief cases, purses, and related items |
| <input type="checkbox"/> 330 Fencing | <input type="checkbox"/> 540 Lumber and related products |
| <input type="checkbox"/> 335 Fertilizers and soil conditioners | <input type="checkbox"/> 545 Machinery and hardware, industrial |
| <input type="checkbox"/> 340 Fire protection equipment and supplies | <input type="checkbox"/> 550 Markers, plaques, and traffic control devices |
| <input type="checkbox"/> 345 First aid and safety equipment (except nuclear and welding) | <input type="checkbox"/> 553 Manufacturing components and supplies |
| <input type="checkbox"/> 350 Flags, flag poles, banners, and accessories | <input type="checkbox"/> 555 Marking and stenciling devices |
| <input type="checkbox"/> 360 Floor coverings, floor covering installation and removal equipment | <input type="checkbox"/> 556 Mass transportation - transit bus |
| <input type="checkbox"/> 365 Floor maintenance machines, parts, and accessories | <input type="checkbox"/> 557 Mass transportation - transit bus accessories and parts |
| <input type="checkbox"/> 370 Food processing and canning equipment and supplies | <input type="checkbox"/> 558 Mass transportation - rail vehicles and systems |
| <input type="checkbox"/> 375 Foods: Bakery products (fresh) | <input type="checkbox"/> 559 Mass transportation - rail vehicle parts and accessories |
| <input type="checkbox"/> 380 Foods: Dairy products (fresh) | <input type="checkbox"/> 560 Material handling and storage equipment and allied items |
| <input type="checkbox"/> 385 Foods: Frozen | <input type="checkbox"/> 565 Mattress manufacturing <i>machinery</i> and supplies |
| <input type="checkbox"/> 390 Foods: Perishable | <input type="checkbox"/> 570 Metals: Bars, plates, rods, sheets, strips, structural shapes, tubing |
| <input type="checkbox"/> 393 Foods: Staple grocery and grocer's miscellaneous items | <input type="checkbox"/> 575 Microfiche and microfilm equipment, accessories, and supplies |
| <input type="checkbox"/> 395 Forms, continuous: Computer paper, form labels, snap-out forms | <input type="checkbox"/> 578 Miscellaneous products |
| <input type="checkbox"/> 400 Foundry castings, equipment, and supplies | <input type="checkbox"/> 580 Musical instruments, accessories, and supplies |
| <input type="checkbox"/> 405 Fuel, oil, grease and lubricants | <input type="checkbox"/> 590 Notions and related sewing accessories and supplies |
| <input type="checkbox"/> 410 Furniture: Health care and hospital facility | <input type="checkbox"/> 593 Nuclear equipment components, accessories, and supplies |
| <input type="checkbox"/> 415 Furniture: Laboratory | <input type="checkbox"/> 595 Nursery stock, equipment, and supplies |
| <input type="checkbox"/> 420 Furniture: Cafeteria, chapel, dormitory, household, library, lounge | <input type="checkbox"/> 600 Office machines, equipment, and accessories |
| <input type="checkbox"/> 425 Furniture: Office | <input type="checkbox"/> 605 Office mechanical aids, small machines, and apparatuses |
| <input type="checkbox"/> 430 Gases, containers, equipment: Laboratory, medical, welding | <input type="checkbox"/> 610 Office supplies: Carbon paper and ribbons, all types |

PROCUREMENT

Part III

(3 of 5)

☐ For the box) Left click mouse to check Box

- | | |
|---|---|
| <input type="checkbox"/> 4 3 5 Germicides, cleaners, and related sanitation products | <input type="checkbox"/> 615 Office supplies, general |
| <input type="checkbox"/> 440 Glass and glazing supplies | <input type="checkbox"/> 620 Office supplies: Erasers, inks, leads, pens, pencils, etcetera |
| <input type="checkbox"/> 445 Hand tools (powered and non-powered), accessories and supplies | <input type="checkbox"/> 625 Optical equipment, accessories, and supplies |
| <input type="checkbox"/> 450 Hardware and related items | <input type="checkbox"/> 630 Paint, protective coatings, varnish, wallpaper, and related products |
| <input type="checkbox"/> 460 Hose, accessories, and supplies: Industrial, commercial, and garden | <input type="checkbox"/> 635 Painting equipment and accessories |
| <input type="checkbox"/> 465 Hospital and surgical equipment, instruments, and supplies | <input type="checkbox"/> 640 Paper and plastic products, disposable |
| <input type="checkbox"/> 470 Hospital, nursing home or residential specialized equipment | <input type="checkbox"/> 645 Paper (for office and print shop use) |
| <input type="checkbox"/> 475 Hospital, surgical, and related medical accessories and sundry items | <input type="checkbox"/> 650 Park, playground, recreational area and swimming pool equipment |
| <input type="checkbox"/> 485 Janitorial supplies, general line | <input type="checkbox"/> 652 Personal hygiene and grooming equipment and supplies |
| <input type="checkbox"/> 490 Laboratory equipment and accessories (for general analytical/research use) | <input type="checkbox"/> 655 Photographic equipment and supplies (not including graphic arts) |
| <input type="checkbox"/> 493 Laboratory equipment and accessories: Biochemistry, chemistry | <input type="checkbox"/> 658 Pipe and tubing |
| <input type="checkbox"/> 495 Laboratory and field equipment and supplies: Biology, botany, geology | <input type="checkbox"/> 659 Pipe and tubing fittings |
| <input type="checkbox"/> 5 0 0 Laundry and dry-cleaning equipment - commercial | <input type="checkbox"/> 660 Pipes, tobaccos, smoking accessories; alcoholic beverages |
| <input type="checkbox"/> 505 Laundry and dry-cleaning compounds and supplies | <input type="checkbox"/> 665 Plastics, resins, fiberglass: Construction, forming, laminating, and molding |
| <input type="checkbox"/> 5 1 0 Laundry textiles and supplies | <input type="checkbox"/> 670 Plumbing equipment, fixtures, and supplies |
| <input type="checkbox"/> 515 Lawn maintenance equipment (non-agricultural applications) | <input type="checkbox"/> 675 Poisons: Agricultural and industrial |
| <input type="checkbox"/> 6 8 0 Police equipment and supplies | <input type="checkbox"/> 863 Tires and tubes |
| <input type="checkbox"/> 685 Poultry equipment and supplies | <input type="checkbox"/> 864 Train controls, electronic |
| <input type="checkbox"/> 690 Power generation equipment, accessories, and supplies | <input type="checkbox"/> 865 Twine and string |
| <input type="checkbox"/> 691 Power transmission equipment/electrical, mechanical, air, and hydraulic | <input type="checkbox"/> 870 Venetian blinds, awnings, and shades |
| <input type="checkbox"/> 700 Printing plant equipment and supplies (except papers) | <input type="checkbox"/> 875 Veterinary equipment and supplies |
| <input type="checkbox"/> 710 Prosthetic devices, hearing aids, auditory testing equipment | <input type="checkbox"/> 880 Visual education equipment and supplies (except projection lamps) |
| <input type="checkbox"/> 715 Publications and audiovisual materials (prepared materials only) | <input type="checkbox"/> 883 Voice response systems |
| <input type="checkbox"/> 7 2 0 Pumping equipment and accessories | <input type="checkbox"/> 885 Water <i>and</i> wastewater treating chemicals |
| <input type="checkbox"/> 725 Radio communication, telephone, and telecommunications equipment | <input type="checkbox"/> 890 Water supply, groundwater, sewage treatment, and related equipment |
| <input type="checkbox"/> 730 Radio communications and telecommunication testing, measuring | <input type="checkbox"/> 895 Welding equipment and supplies |
| <input type="checkbox"/> 735 Rags, shop towels, and wiping cloths | <input type="checkbox"/> 898 X-ray and other radiological equipment and supplies (medical) |
| <input type="checkbox"/> 740 Refrigeration equipment and accessories | <input type="checkbox"/> 905 Aircraft and airport operations services |
| <input type="checkbox"/> 7 4 5 Road and highway building materials (asphaltic) | <input type="checkbox"/> 906 Architectural services, professional |
| <input type="checkbox"/> 7 5 0 Road and highway building materials (not asphaltic) | <input type="checkbox"/> 907 Architectural and engineering services, non-professional |
| <input type="checkbox"/> 755 Road and highway equipment and parts: Asphalt, concrete handling | <input type="checkbox"/> 908 Bookbinding, rebinding, and repairing |
| <input type="checkbox"/> 760 Road and highway equipment: Earth handling, grading, moving, packing | <input type="checkbox"/> 909 Building construction services, new |
| <input type="checkbox"/> 765 Road and highway equipment (except asphalt, concrete) | <input type="checkbox"/> 910 Building maintenance, installation and repair services |
| <input type="checkbox"/> 770 Roofing | <input type="checkbox"/> 912 Construction services, general |
| <input type="checkbox"/> 775 Salt (sodium chloride) (See Class 393 for table salt) | <input type="checkbox"/> 913 Construction services, heavy |
| <input type="checkbox"/> 780 Scales and weighing apparatus (see Classes 175-08 for laboratory balances) | <input type="checkbox"/> 914 Construction services, trade (new construction) |
| <input type="checkbox"/> 785 School equipment and supplies | <input type="checkbox"/> 915 Communications and media-related services |
| <input type="checkbox"/> 790 Seed, sod, soil, and inoculants | <input type="checkbox"/> 918 Consulting services |

PROCUREMENT

Part III

(4 of 5)

☐ For the box) Left click mouse to check Box

- | | |
|---|--|
| <input type="checkbox"/> 795 Sewing coons and textile machinery, and accessories | <input type="checkbox"/> 920 Data processing, computer, and software services |
| <input type="checkbox"/> 800 Shoes and boots | <input type="checkbox"/> 924 Educational services |
| <input type="checkbox"/> 801 Signs, sign materials, sign making equipment, and related supplies | <input type="checkbox"/> 925 Engineering services, professional |
| <input type="checkbox"/> 803 Sound systems, components, and accessories: Group intercom, music | <input type="checkbox"/> 926 Environmental and ecological services |
| <input type="checkbox"/> 804 Spacecrafts, accessories and components-, | <input type="checkbox"/> 928 Equipment maintenance, repair services for all vehicles, trailers, trucks |
| <input type="checkbox"/> 805 Sporting goods, athletic equipment and athletic facility equipment- | <input type="checkbox"/> 929 Equipment maintenace, reconditioning, and repair—agricultural and heavy industrial |
| <input type="checkbox"/> 810 Spraying equipment (except household, nursery plant, and paint)- | <input type="checkbox"/> 931 Equipment maintenance, reconditioning, and repair—appliance, athletic, cafeteria |
| <input type="checkbox"/> 815 Steam and hot water fittings, accessories, and supplies | <input type="checkbox"/> 934 Equipment maintenance, reconditioning, and repair—laundry, lawn, painting, plumbing |
| <input type="checkbox"/> 820 Steam and hot water boilers, and steam heating equipment | <input type="checkbox"/> 936 Equipment maintenance, reconditioning, and repair—general equipment |
| <input type="checkbox"/> 825 Stocksssan equipment and supplies | <input type="checkbox"/> 938 Equipment maintenance, reconditioning, and repair—hospital, lab, testing |
| <input type="checkbox"/> 830 Tanks (metal, wood, and synthetic materials): Mobile, portable, stationary | <input type="checkbox"/> 939 Equipment maintenance, reconditioning, and repair—office, photographic, radio! |
| <input type="checkbox"/> 832 Tape (not data processing, measuring, optical, sewing, sound/video) | <input type="checkbox"/> 940 Equipment maintenance, repair, construction, and related services—railroad |
| <input type="checkbox"/> 840 Television equipment and accessories- | <input type="checkbox"/> 941 Equipment maintenance, reconditioning, and repair—power generation |
| <input type="checkbox"/> 845 Testing apparatus and instruments (not for electrical or electronic) | <input type="checkbox"/> 944 Farming and ranching services, animal and crop |
| <input type="checkbox"/> 850 Textiles, fibers, household linens, and piece goods | <input type="checkbox"/> 945 Fishing, bunting, trapping, game propagation, and related services |
| <input type="checkbox"/> 855 Theatrical equipment and supplies- | <input type="checkbox"/> 946 Financial services |
| <input type="checkbox"/> 860 Tickets, coupon books, sales books, strip books, etcetera | <input type="checkbox"/> 947 Forestry services |

(5 of 5)

- ☐ 948 Health-related services (for human services, See Class 952)
- ☐ 952 Human services
- ☐ 953 Insurance, all types
- ☐ 954 Laundry and dry-cleaning services
- ☐ 956 Library services (See Class 908 for bookbinding, rebinding, repairing)
- ☐ 9S8 Management services
- ☐ 9S9 Marine construction services: Marine equipment maintenance
- ☐ 961 Miscellaneous services, No. 1
- ☐ 962 Miscellaneous services, No. 2
- ☐ 963 Non-biddable miscellaneous items
- ☐ 965 Printing preparations: Etching, photoengraving, and preparation
- ☐ 966 Printing and related services
- ☐ 967 Production and related services
- ☐ 968 Public Works and related services
- ☐ 971 Real property rental or lease
- ☐ 975 Rental or lease services of equipment—agricultural, aircraft, automotive
- ☐ 977 Rental or lease services of equipment—appliances, cafeteria, film, furniture
- ☐ 979 Rental or lease services of equipment—engineering, hospital, lab, scales
- ☐ 981 Rental or lease of equipment—general equipment
- ☐ 983 Rental or lease services of equipment—clothing, janitorial, laundry, lawn
- ☐ 984 Rental or lease services of computers, data processing & word processing
- ☐ 985 Rental or lease set-vices of equipment—office, photographic, printing
- ☐ 988 Roadside, grounds, recreational and park area services
- ☐ 989 Sampling and sample preparation services (for testing)
- ☐ 990 Security, *fire*, safety, and emergency services
- ☐ 992 Testing and calibration services
- ☐ 998 Sale of surplus and obsolete items

[illegible]